# **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, July 23, 2013 at 10:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Ballweg, Frohling and Greshay

MEMBERS EXCUSED: Maly and Marsik

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Bernadette Mueller, Director of Child Support; Scott Smith, Chief Deputy; Angela Zilliox, Human Resources Specialist.

Meeting called to Order by Vice-Chair Ballweg at 10:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Vice-Chairperson to go out of order to efficiently conduct the meeting. Second by Greshay. Motion carried.

Ballweg asked if anyone present had any public comments. None were heard.

Motion by Frohling to approve the minutes of the July 9, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion Carried. Ballweg abstained.

The Committee reviewed the Personnel Requisitions. Mielke informed the Committee that he would like to keep the Property Listing Assistant position on hold until the October 15, 2013 meeting.

Motion by Greshay to approve the Personnel Requisitions as presented, with the exception of the Property Listing Assistant which will be placed on hold until the October 15, 2013 meeting. Second by Frohling. Motion carried.

One (1) Child Support Aide – P.T. LTE, Child Support Department

One (1) Property Listing Assistant – F.T. 1st Shift, Land Resources & Parks Department

One (1) Security Officer-I - P.T. +20, Sheriff's Department – Patrol Division One (1) Traffic Patrol Officer – F.T. 2<sup>nd</sup> Shift, Sheriff's Department – Patrol Division

Leave of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

<u>NEW HIRE - UNION:</u> None. <u>RE-HIRE - UNION:</u> None. <u>RECLASSIFICATION - </u> <u>UNION</u>: None. <u>STEP INCREASE – UNION</u>: None. <u>NEW HIRE</u>: Kelsey A. Knaup, Transport Officer - Occasional, Sheriff's Department - Jail Division at \$17.96, Pay Grade MSC37, Step 01<sup>ST</sup> effective 07-19-13; Jason R. Updike, Transport Officer -Occasional, Sheriff's Department – Jail Division at \$17.96, Pay Grade MSC37, Step 01<sup>ST</sup> effective 07-19-13; Zachary D. Wilderman, Transport Officer – Occasional, Sheriff's Department – Jail Division at \$17.96, Pay Grade MSC37, Step 01<sup>ST</sup> effective 07-19-13. RE-HIRE: None. LIMITED TERM/SEASONAL: Nicholas D. Schubert, Summer Intern - Seasonal, District Attorney Department at \$9.00, Pay Grade MSC10, Step 01<sup>ST</sup> effective 06-10-13; Kimberly Klotz, Park Attendant - Harnischfeger Park, Land Resources & Parks Department at \$11.33, Pay Grade MSC13, Step 01<sup>ST</sup> effective 07-15-RECLASSIFICATION: Walter S. Burkhalter, Appointed Official – Library Committee, County Board, at \$40.00/Mtg., Pay Grade CBN01, Step 01<sup>ST</sup> effective 07-01-13; Paul J. Ferstl, Jr., Counselor II - Case Manager,-Mental Health, Human Services & Health Department at \$20.51, Pay Grade DC06, Step ST01 effective 05-03-13; Dale J. Schmidt, Sergeant-Patrol – 2<sup>nd</sup> Shift, Sheriff's Department-Patrol Division at \$30.18. Pay Grade SSU08, Step 6M54 effective 07-25-13. STEP INCREASE: None. NON-SCHEDULED INCREASE: None.

Smith informed the Committee that offers have been made to promote three (3) current employees to the rank of Lieutenant. Smith explained that he is recommending that these employees be placed in pay grade 10, step 4 at \$30.63. He explained that the last employee promoted was placed at this step and he felt this was a fair wage for the additional duties and responsibilities that they were accepting.

Motion by Frohling to approve the recommendation. Second by Greshay. Motion carried.

Brian P. Drumm, Lieutenant–Detective Division, Sheriff's Department – Detective Division at \$30.63, Pay Grade DC10, Step ST04 effective 07-13-13; Aaron E. Ellis, Lieutenant-Director of Comm./Support Service, Sheriff's Department – Communications Division at \$30.63, Pay Grade DC10, Step ST04 effective 08-01-13; Chad W. Enright, Lieutenant–Patrol Division, 3<sup>rd</sup> Shift, Sheriff's Department – Patrol Division at \$30.83, Pay Grade DC10, Step ST04 effective 08-01-13.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None to report.

#### **HR Director's Report**

a. Disciplinary Actions: Rains informed that Committee that an employee at Clearview was given a three (3) day unpaid suspension for what could be interpreted as verbal abuse toward a resident.

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Rains informed the Committee that an employee at Clearview was given a seven (7) day unpaid suspension following an incident where she failed to use good judgment in responding to a serious incident with a resident.

- b. Grievances and Arbitrations: Nothing to report.
- c. Worker's Compensation: Nothing to report.

### **Future Agenda Items:**

Discussion regarding health insurance employee premium share. Discussion regarding bidding process for health insurance.

## Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are: August 6, 2013 and August 20, 2013 at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Vice-Chair at 10:40 a.m.

Richard Greshay, Secretary Robert Ballweg, Vice-chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.